

Position Title: Procurement Officer – Payment Requisition & LPOs (1 position)

Reports to: Senior Procurement Manager

Employment Type: Full-time

Job Location: Dar es Salaam

Travel: Up to 10% in intervention districts outside of job location

Overall Job Function:

The Procurement Officer – Payment Requisitions & LPOs is responsible to provide support to the procurement unit by ensuring effective procurement systems are place with regard payment requisitions and local purchase order management with vendors through ongoing monitoring of purchase process. S/he ensures timely delivery of items to intended recipients before processing request for payments with finance. S/he is a key member of the procurement team and will assist the ICAP teams' implementation of quality procurement services. As part of the ICAP multidisciplinary team, this position will interact with staff from different levels and different departments.

Specific Responsibilities and Duties:

- Provide advice on procurement issues and best practices in line with the public procurement procedures and protocols in management of local purchase orders and payment requisitions management
- Process and obtain relevant approvals for materials to be purchased in line with the existing requirements and protocols at payment levels.
- Negotiate procurement needs with suppliers to establish fair market rates on behalf of ICAP through established framework agreements.
- Conduct performance reviews with the suppliers, measuring against required performance standards and market prices of various material procured by ICAP before issuing POs.
- Develop strong professional relationships with key suppliers to ensure ongoing quality and reliability of supply.
- Working closely with Procurement Officer – Warehouse & Property Log, ensure proper distribution of supplies to field offices according to the distribution plan from program department and provide accurate report and ensure all items are received and recoded in the store book ledgers before being issued.
- Ensure understanding of ICAP procurement policies and comply with all SOPs
- Provide information to ICAP central team when the procured items arrive from the suppliers for verification and acceptance.
- Place orders for supplies through POs as required by ICAP regional teams and sites
- Coordinate all logistics for delivering materials to the sites.
- Conduct performance reviews with the suppliers, measuring against required performance standards and market prides of various material procured by ICAP.
- Ensure the company benefits from cost savings and value for money
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in procurement

- **Required Work Experience:** Minimum 4 years' work experience in procurement departments or units
- **Preferred Certifications:** Must be registered with PSPTB and CPSP qualification is desirable progress in undertaking is also acceptable
- Working experience with donor funded projects dealing with HIV/AIDS care and treatment is desirable.
- Ability to work independently with strong problem-solving skills
- Fluent in English and Swahili with good verbal and written communication skills.
- High level of integrity is required